



TOWN OF LEXINGTON

COMMUNITY PRESERVATION COMMITTEE

Guidelines for Project Submission

1. Each project request must be submitted to the Community Preservation Committee using the ***Project Application Summary Form*** as a cover sheet.
2. Applications should be submitted electronically or in paper format with twelve (12) copies.
3. Requests must include a narrative covering all applicable subjects outlined in the ***Project Information*** sheet and conform to both the ***General and Category Specific Criteria***.
4. Requests for consideration at the spring Annual Town Meeting must be received by **November 1**. Requests for fall Special Town Meetings will be considered only in extraordinary cases.
5. Applicants will be asked to attend a CPC meeting to make a presentation on their project and to answer questions. They should also be prepared to attend a Public Hearing (if necessary) and the spring Annual Town Meeting.

Please keep in mind that there are legal limitations on the use of CPA funds. Additional information on the CPA and the Community Preservation Committee can be found on the [Town's website](#). Click on **Committees & Commissions** under **Quick Links**. The Committee can be reached by email at CPC@lexingtonma.gov. If you are in doubt about your project's eligibility after consulting these sources, you are encouraged to submit an application so that the Committee can determine eligibility.

Please submit the ***Project Application Summary Form*** and accompanying documentation to:

Town Office Building
Attention: Community Preservation Committee
1625 Massachusetts Avenue
Lexington, MA 02420

TOWN OF LEXINGTON COMMUNITY PRESERVATION COMMITTEE

General Criteria

The Lexington Community Preservation Committee will only consider proposals that are eligible for Community Preservation Act (CPA) funding according to the requirements described in the CPA legislation; specifically,

- The acquisition, creation, and preservation of open space.
- The acquisition, preservation, rehabilitation, and restoration of historic resources.
- The acquisition, creation, and preservation of land for recreational use.
- The acquisition, creation, preservation, and support of community housing (including items such as annual payments to the housing authority to preserve or expand the affordable housing supply).
- The rehabilitation and restoration of open space, land for recreational use, and community housing that is acquired or created using monies from the fund.

Preference will be given to proposals that address as many of the following general criteria as possible:

- Consistent with current planning documents that have received wide scrutiny and input and have been adopted by the Town.
- Preserve the essential character of the Town as described in the Comprehensive Plan.
- Save resources that would otherwise be threatened and/or serve a currently under-served population.
- Serve more than one CPA purpose (especially in linking open space, recreation and community housing) or demonstrate why serving multiple needs is not feasible.
- Demonstrate practicality and feasibility, and demonstrate that the project can be implemented expeditiously and within budget.
- Produce an advantageous cost/benefit value.
- Leverage additional public and/or private funds.
- Preserve or utilize currently owned Town assets.
- Receive endorsement by municipal boards or departments.

Category Specific Criteria

Open Space proposals that address as many of the following specific criteria as possible will receive preference:

- Permanently protect important wildlife habitat, including areas that
 - are of local significance for biodiversity;
 - contain a variety of habitats, with a diversity of geologic features and types of vegetation;
 - contain a habitat type that is in danger of vanishing from Lexington; or
 - preserve habitat for threatened or endangered species of plants or animals.
- Provide opportunities for passive recreation and environmental education.
- Preserve and/or restore threatened or deteriorating public lands.
- Protect or enhance wildlife corridors, promote connectivity of habitat or prevent fragmentation of habitats.
- Provide connections with existing trails or potential trail linkages.
- Preserve scenic views.
- Border a scenic road.
- Provide flood control/storage.
- Preserve important surface water bodies, including wetlands, vernal pools or riparian zones.
- Preserve a primary or secondary priority parcel in the Open Space Plan.

Historical proposals that address as many of the following criteria as possible will receive preference:

- Protect, preserve, enhance, restore and/or rehabilitate historic, cultural, architectural or archaeological resources of significance, especially those that are threatened.
- Protect, preserve, enhance, restore and/or rehabilitate Town-owned properties, features or resources of historical significance.
- Protect, preserve, enhance, restore and/or rehabilitate the historical function of a property or site.
- Support the adaptive reuse of historic properties.
- Reside within a Lexington Historic District, on a State or National Historic Register, or eligible for placement on such registers, or on the Lexington Historical Commission's Cultural Resource Inventory.
- Demonstrate a public benefit.
- Demonstrate the ability to provide permanent protection for maintaining the historic resource.

Affordable/Community Housing proposals that address as many of the following criteria as possible will receive preference:

- Contribute to the goal of maintaining at least 10% affordable housing.
- Promote a socioeconomic environment that encourages diversity.
- Provide housing that is harmonious in design, scale, setting and materials with the surrounding community.
- Intermingle affordable and market rate housing at levels that exceed state requirements for percentage of affordable units.
- Ensure long-term affordability.
- Promote use of existing buildings or construction on previously developed or Town-owned sites.
- Convert market rate to affordable units.
- Give priority to local residents, Town employees, and employees of local businesses.

Recreation proposals that address as many of the following criteria as possible will receive preference:

- Support multiple active and passive recreation uses.
- Serve a significant number of residents.
- Expand the range of recreational opportunities available to Lexington residents of all ages.
- Jointly benefit Conservation Commission and Recreation Commission initiatives by promoting a variety of recreational activities.
- Maximize the utility of land already owned by Lexington.
- Promote the creative use of railway and other corridors to create safe and healthful non-motorized transportation opportunities.

COMMUNITY PRESERVATION FUND ALLOWABLE SPENDING PURPOSES

	OPEN SPACE	HISTORIC RESOURCES	RECREATIONAL LAND	COMMUNITY HOUSING
DEFINITIONS	Land to protect existing and future well fields, aquifers and recharge areas, watershed land, agricultural land, grasslands, fields, forest land, fresh and salt water marshes, and other wetlands, ocean, river, stream, lake and pond frontage, beaches, dunes and other coastal lands, lands to protect scenic vistas, land for wildlife or nature preserve and land for recreational use	Building, structure, vessel, real property, document or artifact listed or eligible for listing on the state register of historic places or determined by the local historic preservation commission to be significant in the history, archeology, architecture or culture of the city or town	Land for active or passive recreational use including, but not limited to, the use of land for community gardens, trails, and noncommercial youth and adult sports, and the use of land as a park, playground or athletic field Does <u>not</u> include horse or dog racing or the use of land for a stadium, gymnasium or similar structure	Housing for low and moderate income individuals and families, including low or moderate income seniors Moderate income is less than 100%, and low income is less than 80%, of US HUD Area Wide Median Income
ACQUIRE Means obtain by gift, purchase, devise, grant, rental, rental purchase, lease or otherwise	YES	YES	YES	YES
CREATE	YES	NO	YES	YES
PRESERVE Means protect from injury, harm or destruction, not maintenance	YES	YES	YES	YES
SUPPORT	NO	NO	NO	YES , including funding for community's affordable housing trust
REHABILITATE/RESTORE Means remodel, reconstruct or extraordinary repair (not maintenance) to make property functional for their intended use, including improvements to comply with federal, state or local building or access codes or work to comply with U.S. Secretary of the Interior's <i>Standards for Rehabilitation</i> (36 C.F.R. Part 68)	YES , if acquired or created with CP funds	YES	YES , if acquired or created with CP funds	YES , if acquired or created with CP funds

Adapted from information provided by Massachusetts Department of Revenue, Division of Local Services

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PROJECT INFORMATION

Project Title: _____

Please attach a narrative on all applicable subjects.

1. Scope or concept of project:
2. Project goal and objectives: (Indicate how the Category Specific Criteria for the CPA are met.)
3. Projected action plan and timeline: (List steps needed to complete project. These steps will be critical to completing Project Status Reports that will be due in time to report back to Town Meeting each year until the project is complete.)
4. Anticipated project cost: (Provide a budget, with line itemization.)
5. Other funding sources, including private/public/in-kind:
6. CPA funding request:
7. Budget justification: (provide an explanation for why each type of expense is needed.)
8. List and describe any comparable projects:
9. Relevance to community: (indicate how project is relevant to the current and/or future needs of Lexington.)
10. Supporting documents: (Provide supporting letters, references, studies, maps, and statistics.)

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PROJECT APPLICATION SUMMARY FORM

Project Title: _____

APPLICANT INFORMATION

Name of Applicant/Contact Person: _____

Title/Position: _____

Group or Committee Affiliation (if any):

Applicant/Contact Person's address, contact phone number, and email:

PROJECT INFORMATION

Project Site Address:

Project Site Assessors Map/Parcel: _____

Project Site Deed Book/Page: _____

Current Owner: _____

Purpose (please check all that apply)

_____ Open Space

_____ Historic

_____ Recreation

_____ Housing

Brief Project Description:

COSTS

Fiscal Year	Total Project Cost	CPC Funds Requested	Other Funding Sources (amount and source)
2015			
2016			
2017			
2018			
2019			
2020			
TOTAL			

Signature of Applicant: _____ Date: _____

For Community Preservation Committee Use Only:

Application Received On: _____ Project Presented to CPC on: _____

Reviewed by: _____ Determination: _____

Please use this page to provide any additional information: